

CITY OF HAYWARD

FACILITIES CARPENTER I FACILITIES CARPENTER II

DEFINITION

To perform a variety of skilled carpentry and related tasks in the construction, remodeling, repair, and maintenance of City facilities.

DISTINGUISHING CHARACTERISTICS

Facilities Carpenter I - This is the entry level classification in the carpentry series. Carpenters in this class are assigned routine skilled carpentry tasks. Under the training concept of growing excellence in craft, positions allocated to the Facilities Carpenter II level which become vacant may reasonably be filled at the I level.

Facilities Carpenter II - This the journey level classification within the carpenter series. Incumbents at this level act with independence, handle “master” craftsworker projects, and assume the more complex activities which would otherwise require the attention and coordination of the Facilities and Building Manager. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. When filled from the outside, they require prior journey level experience.

SUPERVISION RECEIVED

Facilities Carpenter I: Immediate supervision is provided by the Facilities and Building Manager.

Facilities Carpenter II: General supervision is provided by the Facilities and Building Manager.

SUPERVISION EXERCISED

Facilities Carpenter I: None.

Facilities Carpenter II: Technical supervision may be provided to less senior facilities staff members, on a job-for-job basis.

ESSENTIAL DUTIES

Depending on assignment, duties may include but are not limited to the following:

ESSENTIAL DUTIES (continued):

Remodels offices in City facilities. Takes down walls, doors and windows, reinstalls new walls and cuts in new doorways.

Installs, repairs and replaces doors, door closures, windows, floors, roofs, and other structural appurtenances.

Builds and repairs wooden fixtures and office furniture of all kinds.

Fabricates new cabinets, bookshelves and countertops.

Performs maintenance and repair work on all city buildings, rental units, and on private residences involving Police damage to the premises.

Rescreens screen doors and window screens.

Fabricates tack boards and bulletin boards.

May perform allied craft work in the course of maintaining City facilities.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Tools, materials and standard practices of the carpentry trade.

The qualities of various woods and related building materials and their suitability and use in specific situations.

Federal, state, and county municipal building codes.

Occupational Safety and Health Act safety requirements, and related devices and equipment.

Ability to:

Skillfully use carpentry and related tools and equipment.

Work from sketches, drawings, blueprints, plans, specifications and instruction manuals, and independently make necessary corrections.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Follow verbal and written directions.

For Facilities Carpenter II: Skillfully use carpentry tools in cabinet work and new construction/remodeling.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Facilities Carpenter I:

Experience: Equivalent to completion of a regular carpentry apprenticeship.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

Facilities Carpenter II:

Experience: Two (2) years of experience performing duties comparable to those of a Facilities Carpenter I for the City of Hayward.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend

SPECIAL REQUIREMENTS (continued):

and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M115CS66

M120CS66

Created May 1966

Revised July 1983

Revised May 1987

Revised March 2016

AAP GROUP: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt